Mary Callery Human Relations Director

December 17, 2020

Mayor John J. Leahy and Members of the City Council

RE: Performance Evaluations for City Manager, City Clerk, and City Auditor

Dear Mayor Leahy and Members of the City Council,

As you are aware, the positions of City Manager, City Auditor, and City Clerk are appointed by the City Council. As Ordinance and non-union personnel, annual performance evaluations must be completed in order for each to advance. The evaluation must be satisfactory and any warranted step advancement will be effective January 1, 2021.

Upon completion of the evaluation, please sign and date the form and return to me as soon as possible. You may scan and email evaluations to me.

Thank you in advance for your cooperation and please contact me with any questions or concerns.

Sincerely,

Many M. Calleny Mary M. Callery

HR Director

Attachments:

Evaluation Form- City Manager, Eileen Donoghue

Evaluation Form- City Auditor, Tina Masiello Evaluation Form- City Clerk, Michael Q. Geary

yee Name:         Elleen M. Donoghue           Innent:         Manager's Office           Y         City Manager           Yof work         Unsatisfactory           Yof work         Satisfactory           Lo full potential         Unsatisfactory           Lo full potential         Satisfactory           Lo full potential         Satisfacto							
Manager's Office   Manager's Office   Manager	Employee Name:	Eileen M. Donoghue					
Int:   Manager's Office   City Manager   City Manag							
City Manager   Unsatisfactory   Satisfactory   Sa	Department:	Manager's Office					
Unsatisfactory   Satisfactory	Position:	City Manager			Date of Evaluation:	Dec.2020	
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## EVALUATION

Employee Name:	Tina Masiello	-				
Department:	City Auditor					
Position:	City Auditor	T		Date of Evaluation:	Dec.2020	
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Employee Name:	Michael Geary City Clerk	City Clerk				
	2					
Department:	City Clerk					
Position:	City Clerk			Date of Evaluation:	Dec.2020	
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